

Victorian Honour Roll of Women 2025

Sample nomination form

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# Introduction

Use this sample form to nominate a person for induction into the 2025 Victorian Honour Roll of Women. There are 4 categories an individual can be nominated under. Posthumous and self-nominations are welcome.

**Access the online nomination** at [2025 Victorian Honour Roll of Women AwardForce](https://vicwomenshonourroll.awardsplatform.com/).[[1]](#footnote-2)

We can **only** accept offline nominations by special arrangement. If you would prefer to submit your nomination in another format, email womensleadership.fv@dffh.vic.gov.au. The Office for Women **must** grant permission for offline nominations.

Nominations close at **11:59 pm, Sunday 16 March 2025.** Nominations submitted after this date will not be accepted.

For more advice on answering assessment criteria, please visit [VIC.GOV.AU Victorian Honour Roll of Women Program](https://www.vic.gov.au/honour-roll-women).[[2]](#footnote-3)

You can read the stories of previous inductees at [VIC.GOV.AU Victorian Honour Roll of Women inductees](https://www.vic.gov.au/victorian-honour-roll-of-women-inductees).[[3]](#footnote-4)

Nominators, and successful nominees, will be notified of the outcome of their nomination via email in July 2025.

If you have questions, email womensleadership.fv@dffh.vic.gov.au.

If you need an interpreter, call the Translating and Interpreting service (TIS National) on 131 450 for the cost of a local call. TIS National operates and is available 24 hours a day, 7 days a week for over 160 languages and dialects.

# Category

Select the category you are nominating for with an ‘X’. For a description of each category, please see **Appendix 1.**

| Options | Mark with an ‘X’ |
| --- | --- |
| Change Agent |  |
| Emerging Leader |  |
| Local Champion |  |
| Trailblazer |  |

# Nominee’s name

| Nominee’s name  |
| --- |
|  |

# Eligibility

Nominee must meet the following criteria to be eligible.

Please mark each row with a ‘Yes’ or ‘No’.

|  |  |
| --- | --- |
| Criteria | Mark ‘Yes’/’No’ |
| Nominee must be a woman. Trans women, gender diverse people and sistergirls are also eligible. |  |
| Nominee must be born in or have spent a considerable part of their life in, Victoria. |  |
| Nominee must have made a significant and lasting contribution at a local, state, national or international level. |  |

## Nomination terms and conditions

1. Entry is free.
2. All mandatory questions marked with an asterisk (\*) must be completed to be able to submit the form.
3. An online nomination form can be saved as a draft and returned to as many times as necessary before the closing date.
4. Once all mandatory questions have been answered, nominators must ensure that the online form is submitted successfully. Nominators will receive an email from AwardForce as confirmation that the form has been successfully submitted.
5. Nominations must be fully complete to be considered. Please enter information in each field and answer all mandatory questions before submitting a nomination.
6. Supporting documents can be attached to your nomination, if relevant, but are not compulsory.
7. All nomination information, photos and supporting material submitted as part of a nomination may be used by the Department of Families, Fairness and Housing for the purpose of promoting the 2025 Victorian Honour Roll of Women program.
8. We protect the privacy of your personal information. We endorse fair information handling practices and use of information in compliance with our obligations under the *Privacy and Data Protection Act 2014 (Vic)*. Personal information will be used only for the intended purpose. Where the intention includes confidentiality, information will be treated as such unless otherwise required by law. Our full privacy statement and information on how we collect and use your data can be found online [DFFH Privacy Policy](https://www.dffh.vic.gov.au/publications/privacy-policy).[[4]](#footnote-5)
9. Nominators are responsible for ensuring that the nominee is aware that they are being nominated and that they also accept the Nomination Terms and Conditions, as relevant to them.
10. Nominations close at **11:59 pm on Sunday 16 March 2025**. 9

For enquiries regarding the Victorian Honour Roll of Women program, the nomination process or to troubleshoot any issues experienced while completing a nomination form, email Office for Women at womensleadership.fv@dffh.vic.gov.au

# Nominator details

**Hint:** A 'Nominator' is a person who is submitting the nomination. A 'Self nominee' is a person who is nominating themselves. Posthumous nominations are also welcomed. We need your details so we can contact you about the nomination.

| Information required | Details |
| --- | --- |
| **Title (optional):** **Hint:** Mx, Miss, Ms, Mrs, Mr, Dr, Professor |  |
| **First name:**  |  |
| **Last name:**  |  |
| **Post-nominals (optional):****Hint:** Post-nominals are letters after a person's name indicating a qualification, role or high-level award, for example: PhD, OAM, MP.  |  |
| **Email address:** **Hint:** If possible, please use your personal, not work email address. This makes it easier to contact you throughout the nomination process.  |  |
| **Phone number:**  |  |
| **Are you nominating yourself?** **Hint:** If you are nominating yourself, you are a ‘Self nominee’. (If you answer yes, go to the next question but do not fill in the ‘nominee details’ section below. If you answer no, go to the next question).  | Yes, No |

**How did you hear about the Victorian Honour Roll of Women?**

Please mark with an ‘X’ all that apply.

| Options | Mark with an ‘X’ |
| --- | --- |
| Community organisation or network |  |
| Media release |  |
| Newspaper |  |
| Social media |  |
| Women Victoria website |  |
| Word of mouth |  |
| Other | (please describe) |

# Nominee details

If your nominee is recommended for induction to the Honour Roll, we use the details you provide to contact them to ask if they are willing to be inducted.

**Hint:** A 'Self nominee' is a person who is nominating themselves. Posthumous nominations are also welcomed.

| Information required | Details |
| --- | --- |
| **Title (optional):** **Hint:** Mx, Miss, Ms, Mrs, Mr, Dr, Professor |  |
| **First name:** **Hint:** 'Nominee' means the person who is being nominated.  |  |
| **Last name:**  |  |
| **Post-nominals (optional):** **Hint:** Post-nominals are letters after a person's name indicating a qualification, role or high-level award, for example: PhD, OAM, MP.  |  |
| **Nominee’s age (please choose one** **- delete or cross out the ones that are not relevant and):****Hint:** Nominations for the 'Emerging leaders' category are only accepted for women aged between 16 and 30.  | 16-20,21-25,26-30, 31-40, 41-50, 51-60, 61-70, 71 and over, Deceased. |
| **Is this a posthumous nomination?** (If Yes, please use your email and phone number (below) for posthumous nominations and detail the nominee’s years of life. | Yes, No |
| **Nominee’s years of life (For posthumous nominees only):**  **Hint:** for example, 1932-2024.  |  |
| **Nominee’s email address:** |  |
| **Nominee’s phone number:** |  |
| **Is the nominee of Aboriginal or Torres Strait Islander descent?**  | Yes No or Prefer not to say/Unknown to nominator.  |
| **Is the nominee from a culturally and linguistically diverse background?**  | Yes, No or Prefer not to say/Unknown to nominator.  |
| **Is the nominee culturally and racially marginalised?**Hint: This term CARM is about recognising race and racism in women’s lives. For more information, visit the [DCA.ORG.AU A note on language: Culturally and Racially Marginalised Women at work](https://www.dca.org.au/a-note-on-language-culturally-and-racially-marginalised-women-at-work)[[5]](#footnote-6) | Yes, No or Prefer not to say/Unknown to nominator.  |
| **Is the nominee lesbian, gay, bisexual, trans, intersex, gender diverse, queer/questioning, asexual (LGBTIQA+)?**  | Yes, No or Prefer not to say/Unknown to nominator.  |
| **Is the nominee living with a disability/disabilities?**  | Yes, No or Prefer not to say/Unknown to nominator. |

## Location

**Where does the nominee live? (select the area with an ‘X’)**

Hint: For posthumous nominees, please detail where the nominee lived in Victoria.

| Options | Mark with an ‘X’ |
| --- | --- |
| Metropolitan Melbourne |  |
| Regional Victoria |  |
| Rural Victoria |  |

### Metropolitan

**Please mark the relevant council area. (select the area with an ‘X’)**

Hint: For posthumous nominees, please detail where the nominee lived in Victoria.

| Metropolitan councils | Mark with an ‘X’ |
| --- | --- |
| Banyule City Council |  |
| Bayside City Council |  |
| Boroondara City Council |  |
| Brimbank City Council |  |
| Cardinia Shire Council |  |
| Casey City Council |  |
| Darebin City Council |  |
| Frankston City Council |  |
| Glen Eira City Council |  |
| Greater Dandenong City Council |  |
| Hobsons Bay City Council |  |
| Hume City Council |  |
| Kingston City Council |  |
| Knox City Council |  |
| Manningham City Council |  |
| Maribyrnong City Council |  |
| Maroondah City Council |  |
| Melbourne City Council |  |
| Melton City Council |  |
| Monash City Council |  |
| Moonee Valley City Council |  |
| Merri-bek (Moreland) City Council |  |
| Mornington Peninsula Shire Council |  |
| Nillumbik Shire Council |  |
| Port Phillip City Council |  |
| Stonnington City  |  |
| Whitehorse City Council |  |
| Whittlesea City Council |  |
| Wyndham City |  |
| Yarra City |  |

### Regional

**Please mark the relevant council area. (select the area with an ‘X’)**

Hint: For posthumous nominees, please detail where the nominee lived in Victoria.

| Regional councils | Mark with an ‘X’ |
| --- | --- |
| Ballarat City Council  |  |
| Greater Bendigo City Council |  |
| Greater Geelong City Council |  |
| Greater Shepparton City Council |  |
| Horsham Rural City Council |  |
| Latrobe City Council |  |
| Mildura Rural City Council  |  |
| Queenscliffe Borough  |  |
| Wangaratta Rural City Council |  |
| Warrnambool City Council |  |
| Wodonga City Council |  |

### Rural

**Please mark the relevant council area. (select the area with an ‘X’)**
Hint: For posthumous nominees, please detail where the nominee lived in Victoria.

| Rural councils | Mark with an ‘X’ |
| --- | --- |
| Alpine Shire Council |  |
| Ararat Rural City Council |  |
| Bass Coast Shire Council |  |
| Baw Baw Shire Council |  |
| Benalla Rural City Council |  |
| Buloke Shire Council |  |
| Campaspe Shire Council |  |
| Central Goldfields Shire Council |  |
| Colac Otway Shire Council |  |
| Corangamite Shire Council |  |
| East Gippsland Shire Council |  |
| Gannawarra Shire Council |  |
| Glenelg Shire Council |  |
| Golden Plains Shire Council |  |
| Hepburn Shire Council |  |
| Hindmarsh Shire Council |  |
| Indigo Shire Council |  |
| Loddon Shire Council |  |
| Macedon Ranges Shire Council |  |
| Mansfield Shire Council |  |
| Mitchell Shire Council |  |
| Moira Shire Council |  |
| Moorabool Shire Council |  |
| Mount Alexander Shire Council |  |
| Moyne Shire Council |  |
| Murrindindi Shire Council |  |
| Northern Grampians Shire Council |  |
| Pyrenees Shire Council |  |
| South Gippsland Shire Council |  |
| Southern Grampians Shire Council |  |
| Strathbogie Shire Council |  |
| Surf Coast Shire Council |  |
| Swan Hill Rural City Council |  |
| Towong Shire Council |  |
| Wellington Shire Council |  |
| West Wimmera Shire Council |  |
| Yarriambiack Shire Council |  |

## Photo:

Hint: Attach a high-quality (preferably recent) photo of the nominee.

See [Required documentation](#_Required_documentation) for details on what you need to submit with this form.

# Nomination details

Use simple language and examples where possible – you can even use bullet points to tell the nominee’s story and list their achievements.

For more advice on answering assessment criteria [VIC.GOV.AU Victorian Honour Roll of Women Program](https://www.vic.gov.au/honour-roll-women).[[6]](#footnote-7)

You can read the stories of previous inductees at [VIC.GOV.AU Victorian Honour Roll of Women inductee](https://www.vic.gov.au/victorian-honour-roll-of-women-inductees)s.[[7]](#footnote-8)

**Nominee area/s of endeavour** (mark with an ‘X’ up to 3 that apply):

| Options | Mark with an ‘X’ |
| --- | --- |
| Aboriginal affairs |  |
| Advocacy and social justice |  |
| Arts, culture and literature |  |
| Business and finance |  |
| Community |  |
| Cultural diversity |  |
| Design, architecture and planning |  |
| Disability rights |  |
| Disaster response and recovery |  |
| Education |  |
| Energy, environment and sustainability |  |
| Gender equality and women’s rights |  |
| Health |  |
| History and heritage |  |
| International development, foreign affairs and trade |  |
| Law and justice |  |
| LGBTIQA+ rights |  |
| Media and communications |  |
| Prevention of family violence |  |
| Public service and government |  |
| Science, technology, engineering and mathematics |  |
| Youth |  |

1. **Please provide a brief (max. 150 words) summary of why you believe the nominee should be inducted.**

**Hint:** Please keep the word count to 150 words. We do not accept nominations over the word count.

**Help:** If the nominee is selected to be inducted, the summary provided here will form the basis of the inductee’s profile on the website and for other promotional purposes.

Please ensure that the summary reflects a link to the Honour Roll category that you are nominating them under.

To read past inductee profiles, visit [VIC.GOV.AU Victorian Honour Roll of Women inductees](https://www.vic.gov.au/victorian-honour-roll-of-women-inductees).[[8]](#footnote-9)

| Summary |
| --- |
|  |

1. **Briefly describe (max. 400 words) the nominee’s activities, work history and major achievements (as they relate to the category they are being nominated under).**

**Hint:** Please keep the word count to 400 words. We do not accept nominations over the word count.

**Help:** This is an assessable question. Rather than focusing on all of the nominee’s achievements, aim to highlight those which reinforce their suitability to be inducted to the Honour Roll category you have selected.

Category descriptions are in [**Appendix 1**](#_Appendix).

| Summary |
| --- |
|  |

1. **Why should the nominee’s achievements and/or contributions be considered significant? (max. 300 words)**

**Hint:** Please keep the word count to 300 words. We do not accept nominations over the word count.

**Help:** This is an assessable question.

| Summary |
| --- |
|  |

1. **Describe how the nominee’s activities and achievements have generated long-term benefits for the local, national or international community (max. 300 words).**

**Hint:** Please keep the word count to 300 words. We do not accept nominations over the word count.

**Help:** This is an assessable question.

| Summary |
| --- |
|  |

1. **How does the nominee exemplify the description of someone inducted under the category that you have nominated them under? (max. 300 words).**

**Hint:** Please keep the word count to 300 words. We do not accept nominations over the word count.

**Help:** This is an assessable question. Here the assessment panel will be looking for specific examples/evidence to be cited about how the nominee exemplifies the category they are being nominated under. Category descriptions are in [**Appendix 1**](#_Appendix).

| Summary |
| --- |
|  |

## Work history

Please provide a work history of the nominee by sending their CV with this application form or copying the link to their LinkedIn profile and pasting it below:

| LinkedIn profile link |
| --- |
|  |

# Supporting documents

You may also choose to provide up to 5 additional documents or materials to support your nomination.

This could include:

* news articles
* published work
* videos
* YouTube links
* awards
* other items that provide a greater understanding of the nominee’s achievements.

These supporting documents are used to provide context and confirmation of the nominee’s achievements and support the induction process.

Please note that a single document uploaded with many links to supporting documents is not accepted. Please ensure you only submit 5 documents or links. Each link counts as one submitted document.

Additional documents or materials are **not compulsory** and will **not be assessed** as part of the nomination.

# Referees and referee letters

A referee can be a person who knows the nominee either professionally or personally. Their reference should:

* relate to the nomination, and
* provide information about the nominee that supports their nomination under the selected category.

Please provide contact details of 2 referees and accompanying written or verbal statements of support. Referees should be familiar with the nominee so they can verify the information provided in the application.

For example, they should be able to describe:

* the nominee’s activities and achievements, and
* the difference this has made to the nominee’s community or in their field of work or endeavour.

Written statements of support (referee letters) from referees should be:

* displayed on official letterhead.
* have the contact details of the referee displayed on the letter.
* contain a signature of the referee (electronic signature or handwritten on the letter).

We cannot accept a picture of a text message or a text saying ‘[Referee’s name] is happy to provide a referee’.

Please email the Office for Women if you have any questions regarding the referee written statements of support at womensleadership.fv@dffh.vic.gov.au

Referees do not need to be public figures. It is more important that they know the nominee and can speak about their achievements.

## Can I put myself down as a referee for someone I’m nominating?

No. A nominator cannot also be a referee.

The nomination process is designed to have 3 people support the nomination:

* one person who nominates them (you), and
* two other people who support the nomination by acting as referees.

### Referee one

| Information required | Details |
| --- | --- |
| **Title (optional):**  |  |
| **First name:**  |  |
| **Last Name:**  |  |
| **Post-nominals (optional):** **Hint:** Post-nominals are letters after a person's name indicating a qualification, role or high-level award, for example: PhD, OAM, MP.  |  |
| **Relationship to nominee:** **Hint:** It is useful for the assessment panel to have context and understand the relationship between the nominee and their referee.  |  |
| **Email address:**  |  |
| **Phone number:**  |  |

### Referee Two

| Information required | Details |
| --- | --- |
| **Title (optional):**  |  |
| **First name:**  |  |
| **Last Name:**  |  |
| **Post-nominals (optional):** **Hint:** Post-nominals are letters after a person's name indicating a qualification, role or high-level award, for example: PhD, OAM, MP.  |  |
| **Relationship to nominee:** **Hint:** It is useful for the assessment panel to have context and understand the relationship between the nominee and their referee.  |  |
| **Email address:**  |  |
| **Phone number:**  |  |

# Required documentation

You are required to submit the following with this nomination form:

* a high-quality (preferably recent) photo of the nominee
* either a CV of the nominee or a link to their public LinkedIn profile
* a written or verbal (audio file) statement of support from each referee
* up to 5 documents to support this nomination (optional).

Complete this nomination form and email it to womensleadership.fv@dffh.vic.gov.au

Nominations close **11:59 pm on Sunday 16 March 2025.**

# Declarations

| Declarations | Mark with an ‘X’ |
| --- | --- |
| I declare that the information contained in this nomination is true and correct.  |  |
| By submitting this nomination form, I confirm that all information provided is accurate and that I, as a Nominator or Self-Nominee, understand the conditions outlined in the 'Eligibility' section of this form. |  |

# Appendix 1

## Change Agent

A woman who has made an enduring commitment in their field of expertise, interest or endeavour that has brought about significant and lasting change.

They are renowned within their field of expertise and have lifted the visibility of women as subject matter experts.

Through persistence and determination, a change agent shines a light on a particular cause, disrupts gender stereotypes, initiates much needed reforms or supports a shift in public perception.

## Emerging Leader

A young woman redefining leadership in their field of expertise, interest or endeavour, and whose accomplishments position them as strong a role model and an inspiration to the next generation.

They may be just beginning their leadership journey and demonstrating the capability, vision and commitment to become a leader and shape the future of Victoria.

Nominations for this category will only be accepted for women aged between 16 and 30.

## Local Champion

A dedicated member of their community. They have used their skills and expertise either in a voluntary or professional capacity.

A local champion may be an unsung hero, or a woman whose substantive contributions are deserving of wider recognition.

They may be working to shift perceptions of women in leadership and decision making at a local level.

Women who have contributed to disaster relief and recovery work are suitable for nomination under this category.

## Trailblazer

An inspiring role model who effectively leads the way for women staring out in a field that is traditionally male-dominated and has significant barriers for women.

They may break new ground in their line of work and challenge traditional gender stereotypes, attitudes and norms.

|  |
| --- |
| To receive this form in another format, email Office for Women womensleadership.fv@dffh.vic.gov.au Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Families, Fairness and Housing, January 2025.Description: CC (Creative commons)_byWith the exception of any images, photographs or branding (including, but not limited to the Victorian Coat of Arms, the Victorian Government logo or the Department of Families, Fairness and Housing logo), this work, Victorian Honour Roll of Women 2025 Nomination Form, is licensed under a Creative Commons Attribution 4.0 licence.The terms and conditions of this licence, including disclaimer of warranties and limitation of liability are available at [Creative Commons Attribution 4.0 International Public License](https://creativecommons.org/licenses/by/4.0/) https://creativecommons.org/licenses/by/4.0/.You are free to re-use the work under that licence, on the condition that you credit the State of Victoria, Australia (Department of Families, Fairness and Housing) as the author, indicate if any changes have been made to the work and comply with the other licence terms.Available at [2025 Victorian Honour Roll of Women Program](../../06%20Delivery%20-%20Nomination%20stage/2025%20nom%20form%20and%20toolkit/2025%20Victorian%20Honour%20Roll%20of%20Women%20Program) https://www.vic.gov.au/honour-roll-women(2410201) |

1. https://vicwomenshonourroll.awardsplatform.com/ [↑](#footnote-ref-2)
2. https://www.vic.gov.au/honour-roll-women [↑](#footnote-ref-3)
3. https://www.vic.gov.au/victorian-honour-roll-of-women-inductees [↑](#footnote-ref-4)
4. https://www.dffh.vic.gov.au/publications/privacy-policy [↑](#footnote-ref-5)
5. https://www.dca.org.au/a-note-on-language-culturally-and-racially-marginalised-women-at-work [↑](#footnote-ref-6)
6. https://www.vic.gov.au/honour-roll-women [↑](#footnote-ref-7)
7. https://www.vic.gov.au/victorian-honour-roll-of-women-inductees [↑](#footnote-ref-8)
8. https://www.vic.gov.au/victorian-honour-roll-of-women-inductees [↑](#footnote-ref-9)